

These instructions are meant to be an introductory guide to the campaign finance law and its filing requirements for candidates to elected municipal office and the treasurers of their political committees, not a substitute for it. It is the responsibility of all those participating in political campaign financing in Massachusetts to become knowledgeable with the provisions of the campaign finance law (Chapter 55) and its regulations. For additional information please contact:

Office of Campaign and Political Finance

One Ashburton Place

Room 411

Boston, MA 02108

(617) 727-8352 / (800) 462-OCPF

FAX: (617) 727-6549

Website: www.mass.gov/ocpf

Email: ocpf@cpf.state.ma.us

OR

Office of the Town Clerk

333 Washington Street

Room 104

Brookline, MA 02445

(617) 730-2010

FAX: (617) 730-2043

Website: www.brooklinema.gov

Town Clerk's Email: ptward@brooklinema.gov

ORGANIZATION AND DISCLOSURE FORMS

Form CPF M 101 – Organization of a Candidate Committee – Municipal

Although state law does not require a candidate to have a political committee organized on his or her behalf, many candidates have one. This is particularly so when the candidate is a public employee, since public employees are prohibited by law from political fundraising, even on their own behalf.

The CPF M 101 should be filed with the Town Clerk as soon as the committee is organized. A political committee may not accept any contributions, make any expenditures or incur any liabilities until the Treasurer qualifies for the office by completing, signing and filing CPF M 101.

Any change in Treasurer should be immediately submitted to the Town Clerk by completing and filing a Form M T 101.

Form CPF M 102 – Campaign Finance Form – Municipal

Every town candidate and his or her political committee, if any, is required to file a Form CPF M 102 with the Town Clerk on or before each required reporting date. This report must be signed by the candidate and treasurer, if any, under the penalties of perjury. Candidates are responsible for the legality, validity, completeness and accuracy of each of their reports. The following information should be filed with or on Form CPF M 102:

Schedule A – Receipts: An alphabetical list of all contributions in excess of \$50 received within the reporting period, including the amount and date received, the name and the residential address of the contributor. This information must also be reported for receipts of \$50 or less if the total contributions from the individual have exceeded \$50 in a calendar year. Otherwise, receipts of \$50 or less may be added together on one line and included in total receipts. If the contribution is \$200 or more, the occupation and employer of the contributor must be disclosed.

Schedule B – Expenditures: An alphabetical listing of all disbursements in excess of \$50, including the amount and the date of payment, the name and address of the payee and the purpose of the expenditure. Those expenditures of \$50 or less may be added together on one line and included in the total expenditures. However, complete information concerning all expenditure, including date, payee, address, amount and purpose, must be maintained by the candidate or committee regardless of the amount.

Schedule C – In-Kind Contributions: An alphabetical listing of all in-kind contributions of anything of value other than money with a value in excess of \$50 in a calendar year. This listing includes the date, the name and residential address of each contributor and a description of the contribution. The occupation and employer of any contributor of \$200 or more of in-kind goods or services, or a combination of money and goods or services, is also required. In-kind contributions do not include volunteers' personal services or the exercise of ordinary hospitality.

Schedule D-Liabilities: An alphabetical listing of all outstanding, unpaid obligations as of the last day of the reporting period, regardless of when the liability was incurred. Included is the amount, the date the liability was incurred, the name and address to whom it is due and the purpose of the liability. Liabilities are carried over from each report to the successive report until such time as they are satisfied.

Totals from all of the above categories are summarized in a schedule on the front page of Form CPF M 102. Detailed instructions for completing Form CPF M 102 are available from the Office of Campaign and Political Finance or from the Office of the Town Clerk.

Form SEL 102 – Selectmen’s Supplemental Campaign Finance Report

The Town of Brookline General By-Laws, in Article 3.1.7 requires candidates for the Office of Selectmen to file supplemental financial reports with the Town Clerk in substantially the same format and require the same information as required in Form CPF M 102. Form SEL 102 also requires the following additional information:

Schedule A - Receipts: Contributors of value greater than \$50 but less than \$200: An alphabetical list of all contributors whose contribution or aggregate contributions within the reporting period equal an amount greater than \$50 but less than \$200, including the amount and date received, the name and the residential address of the contributor, together with the aggregate amount of each person's contributions and the occupation and the name of the employer or employers of each such person; provided, however, that no candidate shall be required to include such occupation and employer if said candidate or a candidate's committee organized on his or her behalf has been unable to obtain such information after requesting it when soliciting a contribution.

Schedule E – Donors of \$50 and Less: The total number of contributors of \$50 or less must be recorded on Line 19.

This statement may be filed in lieu of Form CPF M 102 only by candidates who have not received any contributions, spent any money or incurred any debts and do not have a political committee organized on their behalf. Form CPF M 102-0 is available in the Office of the Town Clerk.

Schedule E – Disclosure of Assets Statement

Different from the Schedule E found in Form SEL 102, this is a listing of all assets acquired or disposed of during the calendar year that have a useful life of more than one year, would be depreciable in a normal business environment, and have a cost/value of \$1,000 or more at the time of acquisition. This separate schedule is filed only once each year with the Form CPF M 102, due on January 20.

REPORTING PERIODS

Pre-Election Reports

Form SEL 102 (For Selectmen Candidates Only) is due on or before the 15th day preceding the Annual Town Election, complete from the day following the ending date of the last report filed through 25 days before the Annual Town Election.

Form CPF M 102 is due on or before the 8th day preceding the Annual Town Election, complete from the day following the ending date of the last report filed through 10 days before the due date.

Form SEL 102 (For Selectmen Candidates Only) is due on or before the 8th day preceding the Annual Town Election, complete from the day following the ending date of the last report filed through 18 days before the Annual Town Election.

Post-Election Reports

Form SEL 102 (For Selectmen Candidates Only) is due on or before the 30th day following the Annual Town Election, complete from the day following the ending date of the last report filed through 20 days after the Annual Town Election.

Form CPF M 102 is due on or before the 30th day following the Annual Town Election, complete from the day following the ending date of the last report filed through 10 days before the due date.

Year-End Reports

Form SEL 102 (For Selectmen Candidates Only) is due on or before January 20 in the following year, complete from the day following the ending date of the last report filed through December 31.

Form CPF M 102 is due on or before January 20 in the following year, complete from the day

following the ending date of the last report filed December 31. A Schedule E – Disclosure of Assets Statement must be filed with this report.